

Code: 9FHS102

MCA I Semester Regular & Supplementary Examinations, March 2013

ENGLISH LANGUAGE COMMUNICATION SKILLS

Time: 3 hours

Max Marks: 60

Answer any FIVE questions

All questions carry equal marks

- 1 (a) Write two synonyms for the following words:
(i) Famous (ii) Rapid
 - (b) Write antonyms for the following words:
(i) Lend. (ii) Major.
 - (c) Write one word substitutes for the following expressions:
(i) A person who serves mankind. (ii) Disposal of a dead body by burning.
 - (d) By using prefixes and suffixes change the following words as directed:
(i) Weak (into verb). (ii) Beauty (into adjective).
 - (e) Use the following idioms in your sentences:
(i) A black sheep. (ii) T catch red handed.
 - (f) Find the roots of the following words:
(i) Life. (ii) Foot.
- 2 Write an explanatory note on verbal and non-verbal communication.
- 3 (a) What are the different methods of reading?
(b) Mention the techniques of fast reading.
- 4 What is technical presentation? Discuss the important steps in preparing an effective presentation.
- 5 Describe the qualities of an effective interviewer and interviewee.
- 6 Discuss the major differences between formal and informal written communication.
- 7 Explain the characteristics of an effective business letter.
- 8 (a) Write an essay on the different types of reports.
(b) Write a report on the science day celebrations in your college.
